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Security InformationAssistant Director, Office of Scientific
Intelligence

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THRU : Executive Officer, Office of Scientific Intelligence No. 643
Organization and Methods Service

Handling of OSI Action Documents

No CHANGE in Class. ☐☒ DECLASSIFIED

Class. CHANGE TO: TS S C

DDA Memo, 4 May 77

Auth: DDA REG, 77/1783

Date: 24 Feb 78 By: OLL

1. PROBLEM. To examine the existing procedure for the handling and control of action documents within OSI and to suggest improvements where appropriate.
2. FACTS BEARING ON THE PROBLEM
 - a. An operating procedure for the control of OSI action documents is set forth in OSI Notice 52-11 dated 26 March 1952 (Tab A). This procedure has not been revised nor reviewed since its initiation. However, Top Secret action documents are now controlled which is not provided for in the Notice.
 - b. The existing procedure states that it will not be necessary to maintain a separate log in the divisions for this type of correspondence, and that the Information Branch will be responsible for notifying components by telephone one day before action is due.
 - c. The material specifically controlled is all letters, memoranda, and cables directed to the Assistant Director, in which a reply is requested from another Assistant Director, or higher office within the agency, or from any source outside of the agency.
 - d. The procedure is not being applied to inbound Special Center material.
 - e. There is no written operating procedure which covers in detail and sets forth in sequence the steps to be taken by the Information Branch in exercising document control.
 - f. The points at which mail is received and distributed are now located in three different locations in M Building.
3. DISCUSSION. The existing procedure with a minor modification of controlling Top Secret material, is currently being followed by the Information Branch, and is effectively controlling that portion of the action papers now subject to control.

The Staffs and divisions are following the system, but in addition some components are maintaining additional logs. The Office of the Assistant Director makes an additional abstract of the hit and again records the element responsible for action.

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The Information Branch assigns date action paper is due out of the office but does not assign the component who will be responsible for action. The possibility of having action assigned by this branch was considered. However, subsequent discussion indicated that action can best be assigned by the Executive Officer, as in some cases immediate action may be taken by that office, with a resultant saving in time. The branch makes the decision as to which papers will be controlled, referring only occasional material to the Executive Officer for a decision as to the necessity of controlling the material by separate action chits sent to individual components.

Although most of the inbound material from the Special Center is substantive in nature and is pre-routed to components on individuals, no control exists for that portion of it which requires a reply by the Assistant Director, or requires implementing action by OSI. Those papers which require action are memoranda addressed from the Assistant Director, OCI, to the Assistant Director, OSI, OCI Regulations and Notices, and Special Center Notices which may contain items which require implementing action by OSI. This inbound material is received from Registry Section, OCI, and deposited in Room 2528 M Building. The material is pre-routed to organizational elements, or to certain designated staff officers (All material for the Assistant Director is addressed by element or by name and is delivered to the Intelligence Production Staff). All material addressed to certain staff officers is deposited in a file in Room 2515 M Building and those officers notified of its arrival. All OCI Regulations and Notices and Special Center Notices are deposited in the Administration Officers' folder in the same file. Administrative actions generated within OSI such as requests for special clearances are retained in a file in 2041 M Building.

The details of the existing operating procedure have been worked out by the Information Branch, and are understood by its personnel, but are not recorded in such a manner as to assure continuity of effort. The provision in the procedure which calls for the Information Branch to notify the components of date action is due tends toward laxness in control and is evidenced by the frequent follow up phone calls made by the Information Branch.

4. CONCLUSIONS

- a. The existing system is adequate for the control of action documents. However the existing procedure is in need of revision to clarify the duties of each component handling the papers.
- b. In order to assure the Executive Officer that appropriate action will be taken on material inbound from OCI Registry, it is necessary to establish a control procedure on this material.
- c. An OSI Regulation superceding OSI Notice 52-11, setting forth the responsibilities of each component is desirable.

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- d. By furnishing the Information Branch a detailed operation procedure setting forth the application of the chit system, continuity of effort would be assured.

5. ACTION RECOMMENDED

- a. That the present procedure with such modifications as are stated in a proposed regulation be continued. In addition that the Office of the Assistant Director discontinue abstracting and recording action addressees from the chit and that the outgoing date be recorded on the back and the chit removed from the action file on that date (Tab A).
- b. That the proposed OSI Regulation (Tab B) be published, superceding OSI Notice 52-11.
- c. That the proposed system be made applicable to material received from OCI with the modification that an abstract of the subject be eliminated from chits controlling this material.
- d. That the mail drop point and all existing files for Special Center material be placed in a single location with facilities provided for the preparation of control records. These records to be filed in the same manner as the existing control records.
- e. That the Information Branch be provided with a specific set of instructions covering the detailed application of the control procedure (Tab C).

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